

Effective July 2023

## PROCEDURES FOR ABANDONMENT OF COUNTY EASEMENTS

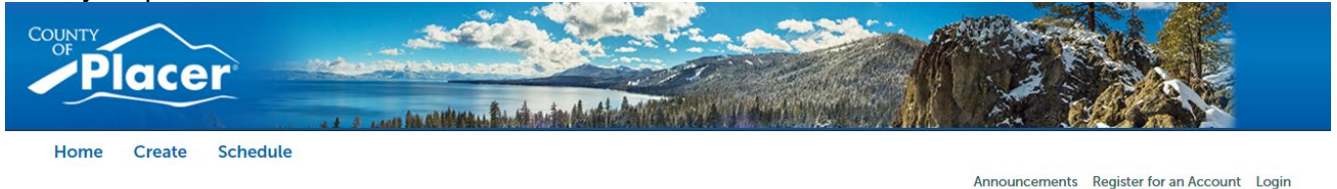
1. Contact the County Right-of-Way Agent in the Auburn Engineering Division of the Department of Public Works (3091 County Center Drive, Suite 220, Auburn, CA 95603, (530) 745-7500) to determine the status of the property being considered.
2. If notified that the abandonment appears feasible, the applicant shall:
  - A. Complete an [Exemption Verification](#) form and submit the following non-refundable fees:
    1. \$31.00 Exemption Verification Fee
    2. \$790.00 Abandonment Fee
    3. \$28.73 CDRA Technology Surcharge Fee
    - \$849.73 Total Application Fees
  - B. Submit a letter addressed to the Placer County Board of Supervisors explaining, in detail, the purpose for the request.
  - C. Submit an exhibit map (site plan), reducible to 8½" x 11", clearly showing and identifying the area requested to be abandoned, and a legal description and plat map of the portion to be abandoned, stamped and signed by a licensed surveyor. The exhibit map should enable a reviewer to easily determine the result of the abandonment in relation to existing and proposed improvements.
3. Forward the letter, exhibit map, legal description and plat, and abandonment processing fees (if by paper check, see page 2 for electronic payments) to the County Right-of-Way Agent (Department of Public Works, 3091 County Center Drive, Suite 220, Auburn, CA 95603) for review.
4. If everything is in order and the map clearly shows the area to be abandoned, the Department of Public Works will forward the request to other County departments, private parties, and public agencies who may have an interest in the proposed abandonment.
5. If, after review by other departments and agencies, there is no conflict with the proposed disposal of the public property, applicant is to submit an appraisal, prepared by a licensed appraiser, of the easement/property to be abandoned. Upon appraisal approval, applicant is to submit to DPW the fair market value of the property/easement to be abandoned. Public Works will recommend to the Board of Supervisors that a Resolution be adopted by the Board to abandon the easement.
6. Upon the Board's acceptance of the recommendations of the Public Works Department, abandonment will be approved, contingent upon conditions (if any) placed by Public Works.

*Abandonment Procedures continued on next page...*

7. In the event the easement is being relocated, an Offer of Dedication is to be prepared by the applicant, legally describing the new easement area. This dedication will be accepted by the Board of Supervisors concurrent with the abandonment of the old easement.

## Electronic Payment Instructions

- Submit abandonment package documents to County Right-of-Way Agent to obtain permit number.
- Go to: [Accela Citizen Access \(permits.placer.ca.gov\)](https://permits.placer.ca.gov) (no account required)
- Enter your permit number into the search box formatted as: ABAND22-12345




Search for Applications, Permits, and Parcels:



- The permit details will be displayed as below.

Permit ABAND22-12345:  
Abandonment  
Record Status: Received

Record Info ▼	Payments ▼	Conditions 2	Custom Component
---------------	------------	--------------	------------------

 A notice was added to this record on 10/08/2021.  
Condition: RVSP Sewer Benefit Area Severity: Notice  
Total Conditions: 2 (Notice: 2) [View Condition](#)

**Work Location**

**Permit Details**

**Applicant:**  
JOHN  
DOUGLAS BLVD  
ROSEVILLE, CA, 95661  
Primary Phone: 916


**Project Description:**  
SEWER EASEMENT ABANDONMENT  
ABANDONMENT OF SEWER EASEMENT EASTERLY EDGE  
TO BE REPLACED BY A NEW EASEMENT COINCIDENT  
WITH APPROVED SUBDIVISION IMPROVEMENTS

▶ More Details

- Click on Payments.

Permit ABAND22-12345:  
Abandonment  
Record Status: Received

Record Info ▼	Payments ▼	Conditions 2	Custom Component
---------------	------------	--------------	------------------

 A notice was added to this record on 10/08/2021.  
Condition: RVSP Sewer Benefit Area Severity: Notice  
Total Conditions: 2 (Notice: 2) [View Condition](#)

**Work Location**

**Permit Details**


**Applicant:**  
JOHN  
DOUGLAS BLVD  
ROSEVILLE, CA, 95661  
Primary Phone: 916


**Project Description:**  
SEWER EASEMENT ABANDONMENT  
ABANDONMENT OF SEWER EASEMENT EASTERLY EDGE  
TO BE REPLACED BY A NEW EASEMENT COINCIDENT  
WITH APPROVED SUBDIVISION IMPROVEMENTS

- Click on Fees.

Permit ABAND22-12345:  
Abandonment  
Record Status: Received

Record Info ▾	Payments ▾	Conditions 2	Custom Component
---------------	------------	--------------	------------------

**Fees** 

 A notice was added to this record on 10/08/2021.  
Condition: RVSP Sewer Benefit Area Severity: Notice  
Total Conditions: 2 (Notice: 2) [View Condition](#)


Fees			
<b>Outstanding:</b>			
<u>Date</u>	Invoice Number	Amount	Pay Fees
03/10/2022		\$28.60	
Total outstanding fees: \$28.60			
<b><u>Paid:</u></b>			
<u>Date</u>	Invoice Number	Amount	
03/10/2022		\$27.00	
03/10/2022		\$790.00	
Total paid fees: \$817.00			

- Click Pay Fees.

Permit ABAND22- :  
Abandonment  
Record Status: Received

Record Info ▾	Payments ▾	Conditions 2	Custom Component
---------------	------------	--------------	------------------

**Fees**

 A notice was added to this record on 10/08/2021.  
Condition: RVSP Sewer Benefit Area Severity: Notice  
Total Conditions: 2 (Notice: 2) [View Condition](#)

Fees

Outstanding:

Date	Invoice Number	Amount
03/10/2022		\$28.60
Total outstanding fees: \$28.60		

Paid:

Date	Invoice Number	Amount
03/10/2022		\$27.00
03/10/2022		\$790.00
Total paid fees: \$817.00		

Pay Fees

- Click Continue Application.

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees

Fees	Qty.	Amount
CDRA Technology Surcharge Fee	1	\$28.60

**TOTAL FEES: \$28.60**

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#) 

- Select payment method (note: electronic payment processing fees apply as indicated on this page).

## Payment Options

**Note regarding payment processing fees:**

Credit Card transactions will incur a 2.25% (1.00 minimum) service fee. Payment through your bank account (eCheck) will incur a flat \$0.75 service fee. This surcharges are not reflected in your balance shown below.

Amount to be charged: \$28.60

- ☒ Pay with Credit Card  
☐ Pay with Bank Account



Submit Payment »



- Follow instructions on the subsequent pages to submit electronic payment details.